

~~SECRET~~DDA 86-0200
29 January 1986

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Services
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

100-15

FROM:

Executive Officer to the DDA

SUBJECT: Weekly Reports

1. This memorandum follows up on comments made at the 28 January 1986 staff meeting. The DA Offices' weekly reports have continued to be well written. As received from the Offices, they provide useful information to the DDA and the ADDA. An ODDA integrated version is subsequently provided to the DCI, DDCI, EXDIR, and the DA Office Chiefs. We know that the DCI, DDCI, and EXDIR thoroughly read the integrated version of the report. I request that you make the following minor changes (some of which you may already be applying) to your Offices' weekly reports:

o List the items, using the current short paragraph per item format, without any headings or groupings.

o Asterisk those items you suggest as appropriate for reporting to the DCI.

o Minimize or, if possible, eliminate the use of technical jargon in the items--particularly in those items indicated for reporting to the DCI.

2. If you have questions or comments, please call me on [redacted]
[redacted] Keep your excellent weekly reports coming.

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ORIG: DDA/MS [redacted]

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